

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1218

TITLE: BUDGET ANALYST I

GRADE: S-20

DEFINITION:

Under instructional supervision and training, performs a variety of technical work in the preparation, review and presentation of the County budget by analyzing budgetary requests and programs and conducting research to assist in budget preparation and presentation; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Budget Analyst I differs from the Budget Analyst II in that the Budget Analyst I serves at the entry level in a training capacity whereas the Budget Analyst II works at the journey level under greater autonomy to prepare, review and present the County budget.

ILLUSTRATIVE DUTIES:

Prepares summaries, analyses and recommendations on budgetary requests and programs;
Confers with department and component unit representatives to secure information regarding workloads, programs and needs;

Participates in the development and implementation of strategic and management initiatives;

Coordinates or assists in the coordination of various budget processes;

Assists in implementing policies, procedures, and practices governing the development, formulation and maintenance of the budget;

Develops forms and instructions for the preparation of department and component unit budget requests and work programs;

Processes various purchasing and personnel forms in an appropriate manner as defined in budget procedures;

Performs coding functions necessary for proper data input into the computerized budgetary/accounting system;

Prepares charts, graphs and statistical tables to aid in the presentation and consideration of the budget and programs;

Monitors assigned budgets;

Conducts miscellaneous research associated with the analyst functions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge of the principles and practices of public administration, with particular reference to governmental budget and finance administration;

Ability to analyze and evaluate financial statements;

Ability to make informed recommendations when evaluating budget proposals and programs;

Ability to prepare reports and to present financial and statistical data in clear and concise form;

Ability to communicate oral and written information in a manner that is clear, organized and appropriate for the audience;

Ability to deal tactfully and effectively with people;

Ability to manage competing priorities and shifting requirements.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following: Graduation from an accredited four-year college or university with either a bachelor's degree in public administration, business administration, economics, public policy, or a directly related field of study; OR Graduation from an accredited four-year college or university with course work in public administration, public policy, economics or quantitative analysis.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

Positions in this class with fiscal responsibility may be subject to criminal history records checks and/or credit checks as a condition of hire or continued employment.

REVISED: July 13, 2005

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